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City Council Work Session Meeting Minutes
5:45 PM – Mayor’s Youth Advisory Council
6:15 PM – Eastside Park

Monday, November 22, 2021
Zoom Community Auditorium

Minutes are unofficial until approved by City Council.
Council approved minutes as presented January 10, 2022.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl; and Mayor Peter Truax.
COUNCIL ABSENT: Elena Uhing.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Paul Downey, Assistant City Manager/Finance Director; Jim Geering, Fire Chief; Anne Lane, Parks and Recreation Director and Anna Ruggles, City Recorder.

A. 5:45 PM – JOINT WORK SESSION (MAYOR’S YOUTH ADVISORY COUNCIL)

Mayor Truax called the joint work session meeting to order at 5:45 p.m. via Zoom Webinar Video Conference. The joint work session was held in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium. Members of the public could observe the meeting LIVE on Zoom Webinar or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

In attendance: Johanna Peeters Weem (Sustainability Commission Student Advisor); Lucie Carriker (Committee for Citizen Involvement Student Advisor); Anna Terry; and Mayra Solons. Mayor Truax welcomed the students.

Staff Report:

VanderZanden reported the intent of the joint work session was to discuss youth involvement in City governance in collaboration with appointed student advisors from the City’s advisory Boards and Commissions (B/C) with the intent of discussing an Advisory Council to the Mayor. In response to testimony heard at the Council meeting on September 13, 2021, Council held a work session on September 27, 2021, to which there was general consensus to retain the existing framework for youth involvement on the B/C. There was also consensus to allow a youth advisor from each B/C to meet informally 2-3 times a year to advise the Mayor with the goal of further engaging youth in City governance. Subsequent to the work session on September 27, 2021, the students submitted a set of revised bylaws changing the scope from “The Forest Grove Youth Advisory Council Bylaws” to “The Forest Grove Mayor’s Youth Advisory Council Bylaws” (refer to Attachment B, Staff Report). In addition, VanderZanden referenced the following attachments:

- Work Session Staff Memo dated September 27, 2021

- Forest Grove Students' proposed Mayor's Youth Advisory Council bylaws
- Beaverton Mayor's Youth Advisory Board bylaws (example)

VanderZanden advised if the Advisory Council to the Mayor does not require city staff time, the Council is not required to take any formal action, i.e., adopt resolution establishing the YAC, adopting its bylaws and appointing all YAC members. In conclusion the above-noted staff report, VanderZanden posed the following discussion topics/questions for consideration:

- What is the link between the Council-appointed student advisors on existing B/C and the proposed Mayor's YAC?
- How the Executive Board is selected and its role and responsibility?
- What is the Mayor's YAC decision-making process?

Discussion:

Mayor Truax opened the floor as roundtable discussion ensued pertaining to above-noted discussion topics. Peeters Weem provided background information pertaining to the revised bylaws, noting there are currently eight students who have been meeting as a Youth Advisory Council (YAC). Peeters Weem reported they would like to establish a YAC who reports to the City Council, but due to time constraints, i.e., students graduating in 2022, they revised the bylaws and scope and would like to instead proceed with a Mayor's YAC as soon as possible. Peeters Weem noted essentially a Mayor's YAC would still advise the City and accomplish the YAC's vision but on a smaller scope. In addition, Peeters Weem and Carriker responded to concerns regarding the proposed membership (up to 20 members); structure of the Executive Board (made up of the Officers) and B/C student advisors, noting the bylaws allow B/C student advisors to also be involved on Mayor's YAC (Section 6). There were suggestions to include equity and diversity as part of the membership scope and submitting a monthly report to Council instead of an annual report (Article III, 1.1.). Additionally, Carriker gave the following examples as some of the YAC's top priorities:

- Improve communication and efficiency with the Council and City;
- Change the City's website;
- Solar panels within City facilities; and
- Equitable access to parks and recreation open space, i.e., 10-minute walk program.

The Council discussed the characteristics of a Youth Advisory Council to the Mayor, which is not subject to public meeting laws, and a Youth Advisory Council to the Council, which must comply with public meetings laws and requires the Council to interview/appoint all YAC members. In conclusion of the above-noted discussion, the Council concurred proceeding with a Mayor's YAC at this time. VanderZanden advised no formal Council action is required, noting the Advisory Council to the Mayor would be assigned to the Mayor or a Councilor at the Mayor's discretion. In addition, Peeters Weem and Carriker encouraged Council to submit comments on the revised bylaws as soon as possible.

No formal action nor formal decisions were made during the above-noted work session.

Adjournment:

Mayor Truax adjourned the above-noted work session at 6:18 p.m.

B. 6:15 PM – EASTSIDE PARK

Mayor Truax called the work session meeting to order at 6:45 p.m. via Zoom Webinar Video Conference. The work session was held in a “hybrid” format allowing the public to attend both virtual and in-person in the Community Auditorium. Members of the public could observe the meeting LIVE on Zoom Webinar or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

Staff Report:

Lane and VanderZanden facilitated the work session, noting the purpose of the work session was to address Council Goal 7.1: Complete feasibility analysis for preferred alternatives for Eastside Park. Staff has been exploring all potential options east of Highway 47 to develop a park. Lane introduced Charles Brucker, PLACE, LLC, who gave a brief overview of the Forest Grove Eastside Park Needs Study (refer to Attachment A). Lane advised through an internal exercise of inventorying spaces maintained by the parks maintenance division a 0.5 acre City-Owned parcel (“Fir Lot”) was identified as a possible site meeting the criteria, noting the Fir Lot is located at 19th Avenue and Fir Road. The site was not considered at the time the study was conducted because it was being considered for possible affordable housing development; however, due to existing underground utilities, the site was deemed unsuitable for permanent structures, i.e., housing. A park and play structure(s) are not considered permanent structures and will not interfere with underground utilities. At the July 13, 2020, joint work session with the Parks and Recreation Commission, Council concurred to conduct further study of Site 6, City of Forest Grove De-Watering Site, as the preferred park site. Lane noted it is staff’s preference that Site 6 be reserved for consideration as a trail access point for the future Council Creek Regional Trail that would border the north side of the site. In conclusion of the above-noted staff report, Lane advised staff is seeking Council consensus to consider Fir Lot as the preferred park site and to work with PLACE, LLC to prepare 10 percent conceptual design for the site (estimated at \$20,000) to be presented to Council at a future meeting date.

Discussion:

Mayor Truax opened the floor as roundtable discussion ensued pertaining to the Fir Lot site, located at 19th Avenue and Fir Road. The consultant showed a map of the conceptual layout of Fir Lot, noting the site would have fencing facing 19th Avenue and accommodate a flex play, playground and picnic area. The fencing could be artful, playful, provide seating or be hedged screened. Lane and consultant responded to various concerns and inquiries Council presented pertaining to demographics, proximity, access points, mitigating traffic; pedestrian safety; connective to bike lanes and mobility scooters; parking and playground layout. In conclusion of the above-noted discussion, Council collectively concurred to proceed with conducting 10 percent conceptual design for Fir Lot and added Site 7, Fernhill Elementary

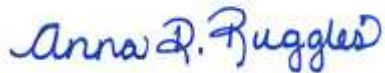
School (add public use playground, discuss with school district). Council advised staff to get the Parks and Recreation Commission's feedback once the conceptual design is completed. In addition, VanderZanden advised staff will bring back a proposed budget resolution for Council consideration, because the project is currently not budgeted.

No formal action nor formal decisions were made during the above-noted work session.

Adjournment:

Mayor Truax adjourned the above-noted work session at 6:45 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder